MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

MID-ATLANTIC ARCHIVIST

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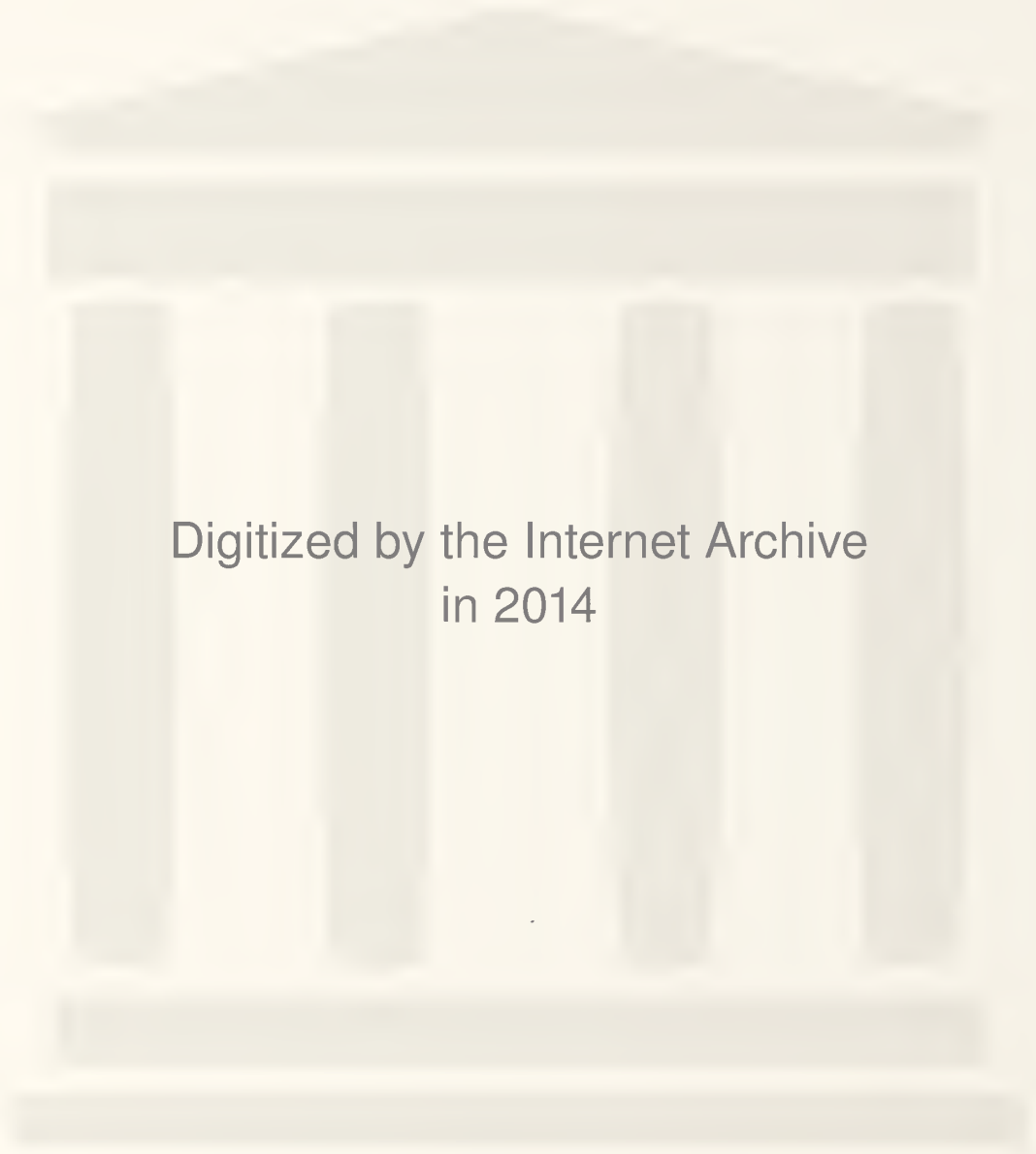
Oh, I'm walking to New Brunswick...

Town Meets Gown on George Street, ca. 1955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FROM THE EDITOR

WELCOME TO THE FIRST ISSUE OF THE YEAR 2000. The simultaneous start of a new year, a new decade, a new century and (depending on how you count it) a new millennium, seems the perfect moment for fresh beginnings and new perspectives. I hope to harness this spirit as the new editor of the *Mid-Atlantic Archivist.*

As Chair Jim Beyers emphasizes in his column, MARAC is a volunteer organization. That means we, the membership, serve as both author and audience for MARAC. As editor, my goal is for *MAA* to reflect that, to show who we are individually and collectively, where we've been and where we're headed. To get to that point, *MAA* needs your input. Most immediately, this means your ideas and opinions about th3 newsletter itself. Taking advantage of changes in production, the Chair has appointed an ad hoc committee to review *MAA.* I hope you will contribute to this effort by taking a moment to think about *MAA.* What do want in your newsletter? What features do you enjoy? What's missing? The value of the discussion grows with each added voice, so please join in.

As all editors must, I request contributions. Serial publications demand content, and the natural source for *MAA* to draw upon is you. Do you have something to brag about? Has your shop been written up in the local paper? Do you have photos or other images that will amaze us all? Will you share a story about the strangest thing in your collections, the unique way you became an archivist, or your clever solution to a nagging problem? Your submissions will help me expand on the work of my predecessor, Charles Greifenstein, who continues to spotlight members in his column, "One Of Our Own."

As we review the *Mid-Atlantic Archivist*, let's think outside of the usual, peek over existing boundaries, and wonder. Together we are MARAC; together we can explore what that means. Let the conversation begin.

Susan Aprill

About the cover:
This image comes to *MAA* from the 1955 *Scarlet Letter*, the Rutgers College yearbook. With little descripion beyond thegeneral location, this shot of New Brunswick in mid-century provides a humorous glimpse of a chance meeting between city and campus.

Photo courtesy of Rutgers University Special Collections and University Archives.

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FROM THE CHAIR

It was not long ago that we were in Hauppauge for the Fall 1999 MARAC meeting, a very good conference with a number of excellent sessions. My only regret is that I was not able to attend all of them. Our thanks to Greg Hunter, David Carmichael, and their committees for all of the hard work that made this conference possible. Now, on to New Brunswick.

Among the issues that I reported to the Steering Committee and the Business Meeting in Hauppauge was the progress of the transition work done over the past few months by Kimball & Associates. Kimball has now become involved in many aspects of MARAC's business. The last MARAC Directory you received was done by Kimball, including the new look of the cover. The last three newsletters (including this one) have been mailed to you through Kimball. The MARAC database has been moved into Kimball systems. Dues payments and renewals have been processed through Kimball. MARAC's accounting systems have been transferred to Kimball. There is more, including Kimball's assumption of the daily routine of answering the MARAC telephone and processing MARAC's mail.

All this is to emphasize to you that Kimball and Associates has become very much involved in the business of MARAC. Most of the transition has gone well and Kimball has picked up responsibility for MARAC with few problems. The only glitch to work out is the process of financial communications, specifically making sure that the MARAC Treasurer is kept fully informed. We have met with Kimball and they are committed to resolving this issue. Considering Kimball's accomplishments since the contract was signed, this transition looks very good. One of the most important issues in working with a management firm is good communication, a two-way exchange that provides feedback on how well they are doing or where problems should be corrected. Communication with Kimball is good.

FROM THE CHAIR

Other issues were discussed at the last Steering Committee meeting. A new ad hoc committee has been formed to review the *Mid-Atlantic Archivist* and decide if changes are needed in its structure. This is a good time to take a close look at the newsletter, as Kimball will soon be more directly involved in producing the *MAA*. A second issue is awards. The Arline Custer Memorial Award Committee is reviewing the structure of its awards, with a view toward a separate category of entries for journal articles so they may be judged more appropriately.

Elections are coming up soon. Between now and our next meeting in New Brunswick, MARAC will elect a Secretary, Treasurer, and Caucus Representatives for each state and D.C. Yvonne Carignan, Chair of the Nominations and Elections Committee, will be working with her committee to put together a slate of candidates. You can be one of them. I ask that if you are contacted about your interest in an elected position, please think it over carefully. MARAC is an excellent organization because of the efforts of the members who serve. There are many of you who have served and, as I said to the New Members meeting at Hauppauge, MARAC is a participatory organization. The more member participation the organization has, the better it becomes.

James Byers,Chair
Archives of American Art
Smithsonian Institution
Phone: (202) 314-3905
Byersj@aaa.si.edu

MARAC RETURNS TO NEW BRUNSWICK, N.J., MAY 18-20, 2000.

The program, "Managing Archives: Tales From the Basement," is an electrifying series of sessions and workshops devoted to issues they never taught you in school. Indeed, this spring we are focusing on the "School of Hard Knocks."

Nicknamed "The Hub City," New Brunswick lies nestled between New York and Philadelphia. In recent years, the city has enjoyed a cultural and commercial renaissance that has included new restaurants, retail shops, and Tony Award-winning theaters. Meeting attendees will find plenty to see and do.

The Friday evening reception, dedicated to the memory of longtime MARAC member and preservation advocate Susan Swartzburg, will be held at Buccleuch Mansion. This Georgian structure was built in 1739 by Anthony White and his wife, the daughter of New Jersey's Royal Governor Lewis Morris. George Washington was a frequent guest. The house served as quarters for the Enniskillen Guards during the British occupation of New Brunswick in 1777. Deeded to the city in 1911, the mansion is administered by the Jersey Blue Chapter of Daughters of the American Revolution.

Our centerpiece tour will be to Ellis Island, which also serves as the topic of our luncheon lecture. Conference attendees will be treated to a walking tour of Rutgers University, a tour of historic Princeton University and its environs, the new New Jersey State Archives facility in Trenton, and a hike along the Delaware and Raritan Canal, along with ample opportunity to enjoy New Brunswick's thriving nightlife.

The dates are May 18, 19 and 20. We hope you will enjoy all that MARAC and New Jersey offers you this spring. Please register early so you won't be left out.

Questions or comments?

Local Arrangement Co-chairs Stephen Dalina and Erika Gorder can be reached at (732) 932-7006 or
dalina@rci.rutgers.edu
gorder@rci.rutgers.edu

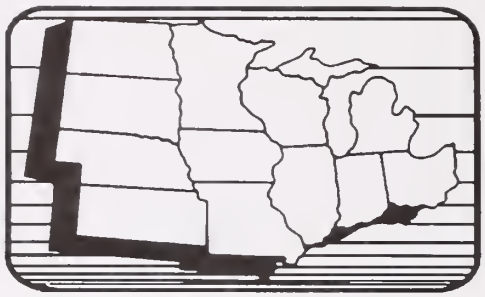
MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

Treasurer's Report, Fiscal Year 1999
July 1, 1999 - September 30, 1999

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	% of Budget	Total	1998 Actual
REVENUE AND SUPPORT								
Membership Dues	$16,500.00	$9,343.00	$4,505.00	$862.00	$11,936.00	161%	$26,646.00	$15,180.00
Publiations Sales	$1,500.00	$181.26	$391.02	$75.00	$228.31	58%	$875.59	$810.30
Pub. Advertising	$1,000.00	$127.50	$127.50	$301.00	$487.50	104%	$1,043.50	$1,147.50
Bank Interest	$5,000.00	$240.36	$263.28	$167.61	$4,090.37	95%	$4,761.62	$4,663.73
Conferences	$15,000.00	$9,763.87	$0.00	$4,535.58	$885.00	101%	$15,184.45	$17,854.51
Mailing List Sales	$400.00	$50.00	$0.00	$40.00	$0.00	23%	$90.00	$300.00
Contributions	$500.00	$185.00	$70.00	$10.00	$83.00	70%	$348.00	$320.00
Miscellaneous	$100.00	$0.00	$48.78	$20.00	$0.00	69%	$68.78	$81.00
Total Revenue - Support	$40,000.00	$19,890.99	$5,405.58	$6,011.19	$17,710.18	123%	$49,017.94	$40,357.04
EXPENSES								
General	$1,400.00	$0.00	$20.00	$519.39	$750.00	92%	$1,289.39	$1,278.00
Administrator/K&A	$6,170.00	$47.70	$842.53	$5,369.03	$7,140.58	217%	$13,399.84	$1,386.21
Treasurer	$700.00	$10.00	$522.59	$6.60	$0.00	77%	$539.19	$625.52
Membership	$1,531.00	$91.10	$60.54	$219.97	$39.60	27%	$411.21	$349.08
Committees	$5,793.00	$31.11	$1,301.69	$413.51	$1,468.07	55%	$3,214.38	$2,339.77
Publications	$15,500.00	$1,845.00	$2,189.00	$2,459.00	$2,289.00	57%	$8,782.00	$9,558.17
MARAC Archivist	$500.00	$0.00	$0.00	$500.00	$0.00	100%	$500.00	$500.00
Awards	$475.00	$200.00	$0.00	$225.00	$0.00	89%	$425.00	$325.00
Conf Adv/Exp	$5,000.00	$2,000.00	$0.00	$0.00	$1,793.30	76%	$3,793.30	$4,155.00
MARAC Scholarship	$2,431.00	$565.00	$0.00	$829.51	$0.00	57%	$1,394.51	$1,970.64
Ad Hoc Committee Exp	$500.00	$436.98	$71.56	$0.00	$0.00	102%	$508.54	$0.00
Miscellaneous	$0.00	$10.00	$0.00	$0.00	$0.00	0%	$10.00	$0.00
Total Expenses	$40,000.00	$5,236.89	$5,007.91	$10,542.01	$13,480.55	86%	$34,267.36	$22,487.39
NET INCOME or (LOSS)	$0.00	$14,654.10	$397.67	($4,530.82)	$4,229.63		$14,750.58	

SUMMARY - FOURTH QUARTER FY 1999	
Opening Balance	$128,696.84
Income	$17,710.18
Expenses	($13,480.55)
Closing Balance	$132,926.47
Cash Accounts	
Checking Accts.:	$12,245.09
Savings Accts.:	$75,747.41
Cert. of Deposit:	$44,933.97
Total	$132,926.47

FUND	OPENING	CREDITS	DEBITS	CLOSING
Current	$71,769.77	$13,970.39	($13,480.55)	$72,259.61
Endowment	$16,927.07	$3,739.79		$20,666.86
Reserve	$40,000.00			$40,000.00
Totals	$128,696.84	$17,710.18	($13,480.55)	$132,926.47



Archival Issues
The Journal of the Midwest Archives Conference

Published twice annually and circulated throughout the United States and the English-speaking world, *Archival Issues* is the United States' other archival journal.

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While the journal receives and publishes submission from throughout the United States, the Editorial Board is especially interested in publishing excellent papers presented at major regional conferences, and in particular would welcome submission from MARAC meetings. Submissions by students in graduate programs are also encouraged.

And in the frugal tradition of the U.S. heartland – a subscription costs only $20 per year. Visit our Web page at **http://www.midwestarchives.org/ai.htm.**

To submit an article, contact:

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MARAC STEERING COMMITTEE

Thursday, November 11, 1999
Wyndham Wind Watch Hotel
Hauppauge, N.Y.

1. CALL TO ORDER.
(Appendix 1)
Jim Byers, MARAC Chair, called the meeting to order at 6:30 p.m.

2. APPROVAL OF MINUTES.
The minutes of the 23 July 1999 Steering Committee meeting were approved.

3. CHAIR'S REPORT
A. The Chair announced the appointment of Beth Alvarez and Larry Baume as co-chairs of the Custer Award Committee.

B. The Chair gave an overview of Kimball & Associates activities for MARAC over the last few months. These included newsletter mailings, design and mailing of the new directory, and mailings and payment collection for the Hauppauge conference. Some questions and issues about the transition remain. In particular, communication about financial issues needs improvement. A meeting will be held next week with K&A to discuss this matter. The Chair asked state caucus representatives to get feedback on this conference from our members to identify what we are doing right and what needs improvement.

4. VICE CHAIR'S REPORT.
(Appendix 2)
A. Fall 1999 Conference
- Registration was lower than the 250 originally budgeted. The final figure was 197 with an additional 15 walk-ins on Thursday.
- Some tours had to be canceled due to low registration.
- The golf outing was not an official tournament due to low numbers but a group met on the links Thursday, and more golf is planned for Saturday afternoon.
- Cablevision donated $1,000 towards Friday's luncheon.
- A van from *NewsDay* stopped by. The van was used during History Day to bring local history programming to Long Island schools.
- Of the 197 pre-registrants, 23 were new members. It was suggested that requiring an additional $35 for non-member registration may have discouraged attendance. The additional fee may increase membership in our core area, but also may have the opposite effect outside our main conference corridor. This issue should be re-visited for future meetings.
- The cost of providing LCD projectors has decreased, except at hotels. While A/V costs at Hauppauge were successfully negotiated from $700 to $300, this still presented a financial burden for Local Arrangements (LAC). It was suggested that the Steering Committee look at accumulated reserves and find a way to reimburse the local conferences for these costs.
- Due to an unexpected last minute problem, Kimball was asked to help locate a designer for the program, which unfortunately caused an unanticipated expense.

B. Spring 2000 Conference
- The reception site will be changed due to renovations scheduled for the same time. Alternative sites are being investigated.
- The luncheon speaker will be Bill Anderson, Attorney General for N.J., who was involved in changing the jurisdiction for Ellis Island to N.J.
- Tours are tentatively scheduled for Ellis Island, Rutgers University, Princeton University, and the new state archives in Trenton.
- Ocker and Trapp have given approximately $2500 toward the reception, which will be held in memory of Susan Schwartzberg. Rutgers University Library, Princeton University Library, and the Princeton Preservation Group have also made donations.
- Because the cost of the Steering Committee dinner came out to $25 per person for deli set-up without beverages, it was suggested that a restaurant within walking distance of the hotel might prove a better deal. The only concern raised was finding a restaurant that would allow us to meet and eat at the same time. It was decided that the LAC should investigate alternative sites for the dinner.
- A budget for the Spring 2000 conference was presented and approved.

C. Fall 2000 Conference (joint meeting with the Midwest Archives Conference (MAC)

- Meetings Coordinating Committee (MCC) presented two scheduling proposals:
  1. Start the conference on Wednesday, with committee and board meetings as usual that afternoon, and workshops and tours on Thursday; or
  2. Start the conference on Thursday, with committee meetings between 8:00 and12:00, with the Steering Committee meeting held after 4:30 that evening. Discussion centered on the difficulties (costs and job conflicts) created by traveling an additional day, and scheduling committee meetings and conference sessions at the same time. A motion was made to hold the committee meetings Thursday morning and the Steering Committee on Thursday evening at the same time we do now (around 5:30 or 6:00). The motion was approved. The Vice Chair will make sure we can be accommodated.
- A question about collecting and tracking registration fees at this conference has come up. MARAC initially proposed that Kimball handle the registration. MAC suggested a less formal approach, which MCC feels could jeopardize accurate accounting for the conference. To resolve the situation, MCC recommended to the Steering Committee that MARAC propose that if MAC prefers to handle registration, they should appoint a separate Treasurer for the meeting and set up a joint account (MARAC's usual approach). The Treasurer would receive and deposit checks and keep a record. After the conference, MARAC and MAC would split the profits. (Up-front costs are shared; profits are based on registration numbers for each organization.) MCC recommends this approach despite MAC's oppostion to a separate Treasurer. If MAC rejects the suggestion, each organization will register its own members. Discussion focused on the problems with MAC's plan. A motion was made to propose that MAC have a separate Treasurer and separate account for the conference, that MARAC provide $2,000 in advance money to open the account, and that MARAC have signatory rights to the account. The motion passed.

D. Future Meetings

- Philadelphia Spring 2001 - MARAC has a contract with the Crowne Plaza Hotel with a single/doubleroom rate of $135.
- Roanoke Fall 2001- A visit has been made to the Hotel Roanoke and negotiations have begun.
- Baltimore Spring 2002 - No new developments to report. This may be a joint meeting with Oral History in the Mid-Atlantic Region (OHMAR).
- Poughkeepsie Fall 2002 - This may be a joint meeting with the New England Archivists. A scheduling conflict has arisen, but will be resolved. The Sheraton Civic Center Hotel with rooms at $109 looks like the best deal.

E. Student registration waiver
MCC stated that each LAC should decide whether to allow students to work at a conference in exchange for registration, and if so, the number of hours required for the waiver. MCC added that each LAC must still clear its decision with the committee.

5. SECRETARY'S REPORT.
Nothing to report.

6. TREASURER'S REPORT
(Appendix 3)

A. Fourth Quarter Report

- Most income resulted from dues and interest on the CD. Conference income came from the Fall 1999 meeting. A check from Penn State has not yet been received.
- Expenses included annual dues to NCCPH; K&A management fee and postage; Steering Committee reimbursements; *MAA* production and postage; and printing and mailing preliminary and registration packets for the Fall 1999 meeting.
- The Treasurer pointed out that all requests to K&A, including calls and faxes, cost MARAC money. The management contract covers hours, not specific expenses such postage. As a rule, if a committee used to do the job, with few exceptions, the committee should continue to do it.
- In FY 2000, the reserve will increased to $75,000. The change will be reflected in the next Treasurer's report.

B. A meeting will be held next week with K&A to resolve outstanding issues.

C. Strategic Plan Implementation

- The committee turned in its history, duties, and long range plans report to the Steering Committee. A gap in the documentation of the committee's early history was

STEERING COMMITTEE

noted. The committee requested that members with such materials turn them over to the Archivist.
- Jim Byers is working on changing MARAC's IRS status from 501(c)(6) to 501(c)(3) to ensure tax-exempt status throughout the region. He has made some progress and hopes to have more information available at the next meeting.

7. ARCHIVIST'S REPORT *(Appendix 4)*
- The MARAC Archives will move into a renovated Hornbake Library facility on the University of Maryland campus. The move is scheduled for summer 2000 but may be delayed untilearly 2001.
- MARAC Service and Arline Custer Award certificates were prepared for signature and presentation at the Long Island meeting.
- Work continues on preparing materials for our website.

8. STANDING COMMITTEES

A. Education *(Appendix 5)*
- All four workshops were held at the Long Island conference. Despite low registration, costs were covered. Increasing costs make it difficult for workshops to cover their own costs as required, and fees for workshops may need to be raised. The Committee is exploring alternative ways to finance workshops. The Chair has contacted Program and Local Arrangement Committee chairs to start planning workshops for the Spring meeting; Mary Rephlo will be workshop liaison. In addition, the Chair has made initial contact with MAC's Education Chair in preparation for the joint meeting in Cleveland.
- No applications were received for the Fall Meeting Scholarship. The scholarship was announced on the Archives listserv, and will be published regularly in the *MAA* and sent to MARAC region archival programs. Two members applied for the MAI Scholarship. The winner will be notified by the end of the month.
- Miriam Spectre, Bryn Mawr College, joined the Committee.

B. Nominations and Elections *(Appendix 6)*

The Committee is seeking candidates for the following offices/committees: Secretary, Treasurer, State Representatives, (3) Nominations and Elections, and (2) Custer Award Committee. The Committee requested State Caucus Representatives to canvass their membership for possible candidates. The Committee hopes to present at least two nominees per slot, and confirmed that camera ready copy of the ballot will be sent to K&A for printing and mailing.

C. Membership Development *(Appendix 7)*
- The Chair contacted K&A to coordinate mailings to new members. K&A will combine separate mailings from the Committee and the former Administrator into one package, made up of a welcome letter, scholarship information, the directory, the most recent issues of *MAA* and conference information, for those joining MARAC after the regular mailing. The Committee is currently reviewing the new member kit and recommendations will be presented at the next Steering Committee meeting.
- The Committee recommended that State Caucus Representatives use lists generated by the administrator to:
  - contact new members, welcome them to the caucus and MARAC, invite them to events, and recognize them during the caucus and conference meetings; and
  - contact members who have not renewed to urge them to rejoin MARAC, to find out (if possible) any concerns or issues related to non-renewal, and provide feedback to the Steering Committee.

  Because this approach depends on the Representatives' available time, it was suggested that Representatives request help from members-at-large and caucus members. The recommendations were approved.
- A new membership brochure is being developed by the Publications and Membership Development Committees. A presentation at the next Steering Committee meeting is possible. Suggestions may be directed to the Membership Committee Chair.
- The Committee requested that the Steering Committee provide guidance in defining and revising certain responsibilities in light of the new relationship with K&A. These include annual dues collection, mailing list maintenance, and having the administrator as a Committee member. The MARAC Chair agreed to consider the issue and meet with the Committee Chair at a later date.

STEERING COMMITTEE

D. Outreach *(Appendix 8)*

- Catherine Keim handled the printing of the Archives Week poster, which was distributed in the Fall 1999 issue of *MAA*. The Committee would like to make a fourth poster, and asked State Caucus Representatives to assist them in gathering a broad selection of photos. There is $750 to cover production of the poster. The request was approved.
- The names of Service Award recipients were submitted for preparation of certificates to be presented at the Business meeting. The Committee presented and the Steering Committee approved the recipients of Service Awards to be presented at the Spring meeting.

E. Arline Custer Award *(Appendix 9)*

- The 1999 Custer Award was given to co-authors Molly McGarry and Fred Wasserman for *Becoming Visible: An Illustrated History of Lesbian and Gay Life in Twentieth Century America.*
- At the next Steering Committee meeting, the Committee hopes to present recommendations for restructuring the awards procedure and establishing separate categories for books and articles.

F. Finding Aids Award *(Appendix 10)*

The Committee prepared a paragraph concerning nontraditional finding aids, which will be appended, pending approval by the Steering Committee, to the existing text of the Finding Aids brochure. The Committee hopes to have the brochure republished in 2000.

G. Publications

- A new technical leaflet, "Understanding the Record-Keeping Practices of Scientists," was announced. The Committee is still seeking ideas for new leaflets.
- The Editor and Chair are discussing *MAA* production issues with K&A.
- It is hoped that the Symposia volume on the Penn State meeting will be ready for publication in the spring.
- A counter will be placed on the job listings page of our website to record the number of visits.
- An occasional publication on labor unions is being planned. More information will be shared at the next Steering Committee meeting.

H. NCCPH

- There is nothing further to report on our letters to Senators Roth and Moynihan concerning S. 217, which has not come up for a vote. The bill concerns federal tax deductions for donations of personal papers.
- Page Miller is leaving NCCPH.

9. STATE CAUCUS REPORTS
(Appendices 11 - 17)

10. OLD BUSINESS
None.

11. NEW BUSINESS

A. Summarized minutes

It was determined that summarized minutes of Steering Committe meeting printed in the *MAA* will include

- issues debated and voted upon by the Steering Committee; and
- issues discussed by the Steering Committee, for which a vote was postponed.

The Secretary stated that the majority of this information is found in the first three or four sections of the minutes, namely reports from the Chair, Vice-Chair, Treasurer and Standing Committees. Reports of the State Caucus Representatives are duplicated in the "State and Local News" section of the *MAA*, and will be omitted from the summary.

It was decided that the next summary would follow these guidelines.

12. OTHER
None.

13. ADJOURNMENT
The meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Patrice C. Brown
MARAC Secretary

STATE AND LOCAL NEWS

It was been a busy fall in the MARAC region. There were Archives Week events that let us bring the treasures of our collections to the general public. There were programs that allowed us to share ideas and information with colleagues. Repositories celebrated new staff, new publications and new grant funds. As the 1990s end, we look forward to fresh challenges, new experiences and the support of our colleagues throughout the region.

Send news items to

Danna Bell-Russell
National Digital Library
Learning Center
Library of Congress
101 Independence Avenue, SE
Washington, DC 20540; or
dbell@loc.gov

Delaware

The Delaware Caucus met in September at the Historical Society of Delaware, where members toured "Distinctively Delaware," a new permanent exhibition. The gathering, hosted by Ellen Rendle and Connie Cooper, provided attendees with an opportunity to learn more about the state's history.

In October the Caucus assembled at the Library of the Delaware Art Museum. Eileen Meyer Sklar spoke about processing of the papers of American artist John Sloan. Caucus members viewed papers and photographs from the collection, then toured the Art Museum.

Caucus Representative Barbara D. Hall can be reached at (302) 658-2400 x277 or bdhall@udel.edu.

District of Columbia

The District enjoyed a number of wonderful Archives Week programs. The Historical Society of Washington, D.C. and the Friends of Washingtoniana, D.C. Public Library, held a workshop on researching neighborhood history. Librarians Gail Redmann of the Society and Matthew Gilmore of the Washingtoniana Division led participants through the research process and presented a variety of resources, including old photographs, maps and city directories.

The D.C. Caucus hosted an Archives Fair at the Sumner School Museum. Offerings included programs on scrapbooks and political cartoons, a preservation demonstration and the presentation of a winning project from a local history competition. In addition, local repositories filled the exhibit hall with displays and demonstrations.

The National Park Service hosted three workshops at the Mary McLeod Bethune Council House National Historic Site. Susan McElrath, Archivist at the Bethune Council House and D.C. Caucus Representative, presented "How to Document an Organization," "The Do's and Dont's of Document Preservation," and "Introduction to Archival Research." Participants gained building blocks and confidence to begin work on family papers and organizational files.

The National Archives Assembly organized two events. For the first, Rick Berry spoke about the "Heiner Affair," a records scandal in the Australian State of Victoria. At the second, Thomas Bramel of the Library of Congress' National Digital Library Program demonstrated collections from the American Memory program such as "Hispano Music and Culture from the Northern Rio Grande," "California Gold: Northern California Folk Music from the Thirties," and "Southern Mosaic: The John and Ruby Lomax 1939 Southern States Recording Trip."

Susan Malbin of the Peabody Room of the Georgetown Public Library hosted an open house and family slide show for the community. Congratulations are due for her appointment as Chief of the Washingtoniana Division, D.C. Public Library.

Caucus Representative Susan McElrath can be reached at (202) 673-2402 or Susan_McElrath@nps.gov.

STATE AND LOCAL NEWS

Maryland

Drawing on their 1999 book *TV Weddings: An Illustrated Guide,* D.C. Caucus Members Marisa Keller and Mike Mashon participated in the Frederick County Public Libraries' "Writers Live" lecture series. The duo discussed prime time rites from the last 30 years. Fun-filled and well-researched, the book boasts photos and facts about characters, costumes and plot lines.

The Montgomery County Archives in Rockville recently acquired 30 historical maps from the Montgomery County Public Library. Dating to 1862, the collection includes a complete series of 1878 county election maps, topographical maps and election district maps from 1910, 1914, and 1950. For more information, contact the Archives at (301) 279-1218.

David McCartney succeeded Stephanie Ashley as Staff Archivist at the Montgomery County Archives. Mr. McCartney received an M.A. in history and an M.L.S. from the University of Maryland College Park in 1998, and has worked at the International Monetary Fund, NARA, and the Library of American Broadcasting. Ms. Ashley is now with the Archives of American Art in Washington, D.C.

New Jersey

Following a grants workshop organized by the New Jersey State Library, the Caucus met at Mays Landing in October. Members enjoyed a panel discussion on the CAPES program, the archival consulting service operated by the Caucus with funding from the New Jersey Historical Commission.

The Fourth Annual Archives and History Day was held at the Monmouth County Library in Manalapan. Sponsored by the N.J. Caucus, Monmouth County, the N.J. Historical Commission, the N.J. Council on the Humanities, the N.J. Studies Academic Alliance, and the Advocates for New Jersey History, the event celebrated both Archives Week and Humanities Festival Week. More than 300 people, including nearly 150 representatives from 52 exhibiting organizations, attended. Participants took in lectures and workshops, viewed exhibits and videos, played the New Jersey History Game, and toured the Monmouth County Archives.

The Caucus presented its annual institutional award to the New Jersey History State Archives for leadership and excellence in programs and services; Karl J. Niederer accepted the award. Keynote speaker Carol Cronhei, Senior Advisor for Cultural Affairs, N.J. Office of Policy and Planning, reported on the state's history-related initiatives. The Advocates for New Jersey History History held their annual business meeting. The New Jersey History State Historical Advisory Board held a public hearing on the draft of its strategic plan. Copies of the program are available from the Caucus Representative.

Caucus Representative Gary Saretzky can be reached at (908) 308-3772 or saretzky@rci.rutgers.edu.

New York

A full roster of Archives Week activities took place throughout the state. Highlights included

- an open house for Electronic and Print Media Representatives in Archives, one of several events at the Staten Island Institute of Arts and Sciences;
- "1968 Revisited," an on-line exhibit hosted by the NYU Archives, which can be seen at www.nyu.edu/library/bobst/collect.htm; and
- the annual New York City Family History Fair.

Other events ranged from exhibits on the Colavita Center for Italian Food & Wine, political buttons, and life in 1899; programs on local history, the purchase of Manhattan Island, and the history of the ASPCA; and presentations on using primary resources in urban classrooms and deciding the fate of genealogical research findings.

Archives Week also featured the awards ceremony of the Archivists Roundtable of Metropolitan New York (ART). Honorees included Billy Bragg and Nora Guthrie for Innovative Use of Archives; the New York Folklore Society for Outstanding Support of Archives; and Professor Michael Lutzker of New York University for Archival Achievement. Presented for the first time, the Archival Achievement award recognizes outstanding contributions by an individual or organization to the archival profession, the archives community, its patrons or constituents.

The M.E. Grenander Department of Special Collections and Archives of SUNY Albany moved into the New

Library Building on the University's Uptown Campus, which also houses the Preservation and Digital Imaging Laboratory, the Science Library and the Center for Excellence in Teaching and Learning. In addition the move, Special Collections has a new website at http://www.albany.edu/library/divs/speccoll/

Also at SUNY Albany, the Department of History and the History Graduate Student Organization presented "Researching New York: Perspectives on Empire State History" in November. The conference opened with the discussion "From Attics to Archives: Locating Archival Resources in New York State." Historians and students discussed research findings and shared strategies during the program.

The Theater Library Association celebrated the opening of the Joseph Papp/New York Shakespeare Festival collection during its Fall meeting. A panel discussion featured Robert Marx, Vice President of the Fan Fox and Leslie R. Samuels Foundations, Inc; Mary Ellen Rogan, Senior Archivist of the Billy Rose Theatre Collection; and Jeremy Megraw, Project Archivist, and Calla Biondi, Processing Archivist, both of the Papp Archives. The collection will be housed at the New York Public Library's Billy Rose Theatre Collection.

The Society for Total Emergency Programs (STEP) Emergency Medical Services (EMS) History Committee researches, documents and preserves materials illustrating EMS history in Monroe and Livingston Counties. STEP has published "An Outline For An Emergency Medical Services Historical Program" by Philip G. Maples, Curator, Baker-Cederberg Museum and Archives. This booklet covers policies, job descriptions, forms, and related issues. Copies are available for $5 (check or money order) from STEP EMS HISTORY, Box 18023, Rochester, N.Y. 14618.

In addition to its Archive Week events, the Archivists' Roundtable (ART) hosted a number of programs this Fall. September's presentation told of "A Decade of Documenting the Modern: The Museum of Modern Art Archives." Michelle Elligott, Museum Archivist, gave an overview of the Archives development, its collections, planned initiatives and a recent exhibit of archival materials. Claire Dienes and Michelle Harvey commented on additional areas of the Museum Archives program

In November, ART presented "Documenting Puerto Rican Migration History: The Centro de Estudios Puertorriqueños Library and Archives," which featured the principle Puerto Rican research collection in the U.S. Nélida Pérez, Director of the Library and Archives, spoke about the Archives' holdings and current initiatives. Nitza Medina, Processing Archivist, discussed the Historical Archives of the Puerto Rican Migration, focusing on the Identification and Documentation Program Records. Pedro Juan Hernandez, Centro Archivist, commented on the diverse uses of the collections.

For the December meeting, Alan Lewis, Subject Area Expert in Audiovisual Preservation at NARA in Washington, gave a workshop, "Preservation Management of Audiovisual Collection." The principles and practice of managing equipment-dependent magnetic media, motion picture fil and mechanical sound recording collections were among the workshop's topics.

Caucus Representative Mary Ellen Rogan can be reached at (212) 721-4008 or mrogan@nypl.org.

Pennsylvania

As a part of Archives Week activities, the Archives of the Philadelphia Museum of Art presented a program based its exhibit "Steeled for Style: Hoop Skirts of the Civil War Era." Kristina Haugland, Assistant Curator of Costume and Textiles, gave a slide lecture and guided tour of the exhibit, which displayed hoops suspended to show their shapes and constructions, mannequins in an array of costumes, and accessories of the era, alongside advertisements, cartoons, and related ephemera.

The Urban Archives at Temple presented a panel session entitled "How to Do Oral Histories: The Basics" as its contribution to Archives Week. The discussion covered gathering and organizing historical data, selecting candidates, and preparing scripts, as well as interview techniques, equipment requirements and legal issues. Processing and preserving oral histories were also discussed. Panelists included David A. Canton, Ph.D. Candidate, and William M. Cutler III, Ph.D. Faculty, both of Temple's History Department; and Emma Jones Lapsansky, Ph.D., Professor of History and Curator,

STATE AND LOCAL NEWS

Special Collections Haverford College. Margaret Jerrido, Archivist and Head of the Urban Archives, Temple University chaired the panel, which was funded in part by the Pennsylvania Humanities Council, the federal-state partner of the National Endowment for the Humanities.

Special Collections at Bryn Mawr College has two new staff members. Eric Pumroy is now the Head of Special Collections and Seymour Adelman Rare Book Librarian. He was formerly Director of Programs and Information Services at the Balch Institute for Ethnic Studies. Miriam B. Spectre is now Special Collections Librarian at Bryn Mawr. She was formerly Archivist at the Beinecke Library at Yale University.

Margo Szabunia is the new Archivist for the Pennsylvania Hospital of Philadelphia. Ms. Szabunia, formerly Curator at the Center for the Study of the History of Nursing, has re-opened the Hospital's Historic Collections -- the Hospital Archives (1751-1978) and the Historic Library (c.1480-1940) -- to the public. The Pennsylvania Hospital, founded by Benjamin Franklin and chartered by the colonial government in 1751, still occupies its 1755 building at Eighth and Pine Streets in Philadelphia.

The Scott Memorial Library of Thomas Jefferson University recently received $15,000 grant from the Pennsylvania Historical and Museum Commission to hire a Project Archivist to process the Solis-Cohen Family Papers. Dating from the 1850s through 1960, the collection documents over 100 years in the history of medicine through the papers of a prominent Jewish family. For additional information, contact University Archivist Beth Bensman at (215) 503-8097 or beth.bensman@mail.tju.edu.

Through its History and Museum Grants Program, the Pennsylvania Historical and Museum Commission has awarded a total of $182,550 to twenty-five archives and records management programs in FY 1999-2000. This represents an eight percent increase over funds granted in 1998-99. Grant recipients include seven county governments, six county historical societies, three municipal governments, three colleges and universities, and six private historical repositories. Grants are awarded annually for access and preservation, special archives projects, and county records improvement, a new category. Two levels of funding are available -- up to $5,000 with no matching requirement, and between $5,000 and $15,000 which require 50/50 matching funds. For more information contact David W. Shoff, Local Government, State Judicial and Statewide Services Section, Pennsylvania State Archives, P.O. Box 1026, Harrisburg, PA 17108-1026 or call (717) 783-5796.

The University of Pennsylvania Library began the academic year with an examination of contemporary millenarian movements. Following the opening session "American Apocalypse: Beyond the Fringe and Back to the Center," a reception celebrated the opening of the exhibit "American Apocalypse: Images of the End from the Millennium Watch Archive." Original materials -- from crude cartoons to sophisticated promotional pieces -- from cults such as Heavens Gate, the Branch Davidians and the Montana Freemen were on display. In addition, photographs and drawings of alleged apparitions and UFOs enlivened the exhibit. The Millennium Watch Institute, founded in 1992 by Ted Daniels, a Penn Ph.D. in Folklore/Folklife, collects ephemera from religious groups, UFO cults, hollow earth adherents, militias and patriot groups, and other ideological sects, and provided most of the exhibit items.

The University of Pennsylvania Museum Archives has digitized records of the Museum's 1940 archaeological expedition to Sitio Conte on Panama's Pacific Coast. With funding from the National Science Foundation, the Archives scanned field notes, letters and photographs, including images of goldwork and painted pottery discovered in Pre-Columbian burial sites dating to ca. AD 450-900. The resulting website complements the Museum's travelling exhibit "River of Gold," and can be seen at http://www.museum.upenn.edu/SitioConte/index.html For further information, contact Alex Pezzati, Reference Archivist, University of Pennsylvania Museum Archives, at (215) 898-8304 or pezzati@sas.upenn.edu

Caucus Representative
David Hedrick. can be reached at (717) 337-7011 or hedrick@gettysburg.edu.

Virginia

Staff in the Archives Research Services branch of the Library of Virginia recently completed two handouts to assist researchers using the collections: Research Notes Number 8, "Using Virginia Revolutionary War Records," prepared by Minor T. Weisiger; and a bibliography, "Sources on Patrick Henry at the Library of Virginia," compiled by Vince Brooks. Three additional pieces were near publication: "Resources for African American Genealogical Research," by Carolyn H. Goudie; "Genealogy: How to Begin," by Carolyn H. Goudie and Virginia S. Dunn; and a revision of Research Notes Number 4, "Using the Map Collection in the Archives at the Library of Virginia," by Marianne Miller McKee. Copies are available from the Library of Virginia, 800 E. Broad Street, Richmond VA 23219-8000. The Library's website can be found at http://www.lva.lib.va.us.

The Claude Moore Health Sciences Library of the University of Virginia announced receipt of two grants totaling more than $1.25 million. The first, a $1.04 million gift from Alvin V. and Nancy Baird, Jr. establishes a Professorship in Historical Collections for the library's curator of historical collections. In addition, the Library was selected as one of 50 institutions to receive a $250,000 grant from the Institute of Museum and Library Services (IMLS). It is the only health sciences library to receive such an award. These funds will enable the Library to digitize, arrange, describe, preserve and provide online access to roughly 30,000 pages of manuscript material and 1,000 photographs from the Philip S. Hench Walter Reed Yellow Fever Collection.

In October, approximately two dozen professionals and volunteers involved in historical repositories and archives, met at Hollins University with State Archivist Conley L. Edwards and SHRAB Deputy Coordinator Jennifer McDade to assess the educational needs of the attendees and provide data to the National Forum on Archival Continuing Education. The group decided to formalize themselves as the South West Virginia Archives and Historical Repositories Consortium with plans to meet twice a year and encourage continuing education. Linda Angle Miller, Roanoke College Archivist, and Beth Harris, Hollins University archivist sponsored the meeting. For more information on the Consortium, contact the Caucus Representative.

Caucus Representative
Linda Angle Miller can be reached at (540) 375-2490 or lmiller@roanoke.edu.

GENERAL NOTES

Archives Receive Grants for Physics Collections

The Center for History of Physics, American Institute of Physics, is pleased to announce eight grants totaling $73,000 to process and organize collections in physics and allied fields. The 1999 grants are supported jointly by the Richard Lounsbery Foundation and the Friends of the Center for History of Physics. Recipients in the MARAC region include Princeton University for processing general physics collections, and the Smithsonian Institution Archives for work on the Riccardo Giacconi papers.

The AIP History Center's Grant to Archives program is designed to increase the money available to organize and preserve original sources in physics, astronomy, geophysics and related fields. The maximum amount granted is $10,000, and applicants are required to provide matching funds. The deadline for grant applications is July 1st. For more information, contact the Center at (301) 209-3165 or **chp@aip.org**

Missing the Preservation News?

It will return in the next issue of *MAA*

Mailing and Deadlines

The Spring and Fall issues of the *Mid-Atlantic Archivist* (*MAA*) are delivered by first class mail to ensure that members receive information on MARAC meetings in plenty of time to plan their attendance. The Summer and Winter issues are delivered via forth class mail.

The editor thanks all who have contributed to *MAA* in current and past issues, and encourages all members to participate in the future. Deadlines for submissions remain the first of March, June, September and December.

NARA to Present Preservation Conference

On March 28, NARA will hold a Preservation Conference on Deacidification. The full announcement, topics, speakers and schedule are available at **http://www.nara.gov/arch/techinfo/preserva/confern/2000.html**

Change your bookmark

MARAC's website is now located at **http://www.lib.umd.edu/MARAC/marac-hp.htm**

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ONE OF OUR OWN

Joan Echtenkamp Klein
Claude Moore Health Sciences Library
University of Virgina Health System

Recently when Joan Echtenkamp Klein gave a presentation of old anatomy texts to medical students at the University of Virginia, she set up a display outside the cadaver lab. "When the medical students saw the Vesalius [the book by the first modern anatomist], they remarked that they had just seen what he was looking at 500 years ago," Joan says, amused by the memory of ambushing modern medical students with their medical past.

Ambushing students may be fun, but it is the past and its books, papers and artifacts that Joan finds exciting. For her, the past is not a dust heap: displaying tangible links to the past is important. The part of her job she most enjoys is "the chance to show people that the past is not dead [but] that it is a living thing today."

Joan started her career as an archivist, which gave her the chance to work with the material of the past; as Assistant Director for Historical Collections and Services, she now has a wide range of material in her care. In addition, she is Assistant Professor for Medical Education, so she can teach history to a variety of students, not just medical students. Her commitment and enthusiasm make her the natural choice to be the first person to hold the newly-created Alvin V. and Nancy Baird Professorship of Historical Collections, which as far as Joan knows is the only such endowed position in an academic health sciences library.

The Claude Moore Library's Historical Collections, with Joan in charge, has entered the digital age in a big way. One current project involves digitizing and putting on the Web letters to Dr. James Carmichael, an early 19th century physician. The letters are from people of all races and classes, which give a special perspective on the "aches and pains" of a cross-section of society. Another current project is the digitization of 30,000 selected items and 1,000 photographs in the Philip S. Hench Walter Reed Yellow Fever Collection. [*Editor's note: See the State and Local News for more on this project.*] Hench tried to gather together every letter Reed wrote; the collection has letters that range from Reed's courtship of his wife to his work on yellow fever in Cuba. Joan says that the project "is the perfect marriage between new technology and records of the past."

ONE OF OUR OWN

Name:
Joan Echtenkamp Klein

Current position:
Assistant Director for Historical Collections and Services, and Assistant Professor for Medical Education, University of Virginia Health System, Claude Moore Health Sciences Library, Charlottesville

Previous position:
Manuscripts Department (now Special Collections), Alderman Library, University of Virginia

Place of birth:
Schenectady, New York

Undergraduate degree:
B.A. in English, Gettysburg College

Graduate degree:
M.S.L.S., Catholic University

Year joined MARAC:
1978

Joan's belief in the currency of history is most distinctly demonstrated in her work in organizing a symposium on the infamous Tuskegee syphilis experiments on African-Americans. The interest generated by the symposium led to the formation of a legacy committee to bring the terrible facts to the attention of the public and the government. As a result of these events, President Bill Clinton issued an apology from the government to the experiment's subjects and their families which, as Joan says, "shows that archivists can have an effect." It is an achievement of which Joan -- and all archivists -- should be justly proud.

Charles B. Greifenstein

WELCOME NEW MEMBERS

Kineret Abramson
Georgetown University Law Library

Patricia Ackerman
ACE USA

Virginia D. Antonucci
Long Island Library Resource Council

Elizabeth Arena

Roger Kizer Ball
University of Maryland, CLIS

Rachel E. Ban
University of Maryland

Jeannette A. Bastian

Beth Bisbano
National Watch & Clock Museum

Learned Bulman
Morris County Historical Society

Julia Canonica

Tania Colmant Donabedian
Queens College

Mary Cordato
American Bible Society

Nathaniel M. DeBruin
Lewis J. Ort Library,
Frostburg State University

Karen Dupell Drickamer
Musselman Library,
Gettysburg College

Renate Evers
Leo Baeck Institute, Inc.

Melinda D. Gales
Special Collections & Archives,
James Branch Cabell Library, V.C.U.

Grant Gerlich
Duquesne University

Jane Gorjevsky
March of Dimes

Suzanne Gould
Episcopal High School

Carolyn Hardin Goudie
The Library of Virginia

Carol Ann Harris
Department of Special Collections,
Paley Library, Temple University

Susan M. Hughes

Susie Husted
SUNY - Queens College

Merilee Jennings
Old York Library

David P. Jones
New Jersey State Archives

Brian Keough
SUNY - Albany

Joseph M. Komljenovich
La Guardia and Wagner Archives

Dana Ledger
Leo Baeck Institute, Inc.

Lisa LeGloahec
LaGrange Association Library

Mary Mannix
Howard County Historical Society

Jennifer McDaid
The Library of Virginia

James Melzer
University of Maryland

Sara Meyerson
Archival Management

Carol L. Moody
St. Mary's County Historical Society

Larry Moore
Montgomery County Historical Society Library

Janie O'Neal
University of Maryland

Cecilia Pellegrino
Lake Linganore Historical Archive Committee

Katy E. Rawdon
American College of Physicians,
American Society of Internal Medecine

Ellen Rendle
Historical Society of Delaware

Mark R. Ritter
Delaware Public Archives
Hall of Records

Mark Rothenberg
Patchogue-Medford Library, Suffolk Cooperative Library System

Sister Mary Catherine Seli, S.C.
Sisters of Charity of Seton Hill

John Sheridan, O.S.A.
Augustinian Province of St. Thomas of Villanova

Miriam Spectre
Canaday Library,
Bryn Mawr College

James Steed
Smithsonian Institution Archives

Charlotte Sturm
Rockefeller Archive Center

Mary Sullivan
University of Albany

Nancy Taylor
Presbyterian Historical Society

Miriam Tierney
American Jewish Committee

Dieter C. Ullrich
Millersville University

Robert J. Vejnar II
Kelly Library
Emory & Henry College

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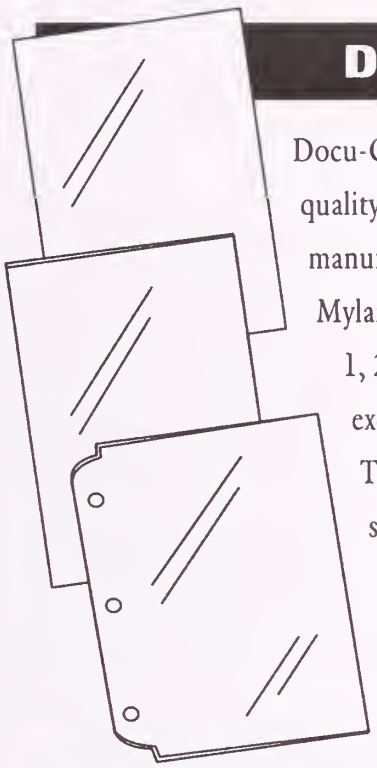

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SESSION ABSTRACTS

"Raising Awareness Through Public Programs"
Reported by Holly MacCammon

Stephen Novak, Head of Archives and Special Collections, Columbia University Health Sciences Division, spoke about providing public programs to constituents in ways that complement rather than compete with the basic activities of managing archives. Drawing examples from his own public programming work, he discussed networking outside the archives; utilizing other academic departments' resources; and developing traditional exhibits as well as web sites.

Diana Maull, Assistant Deputy for Archives at the Westchester County Archives, related her experience planning the Westchester County Archives' Family History Day, which is co-sponsored by the Westchester County Executive and the Westchester County Clerk. This annual event offers the general public a forum to learn about genealogical sources in the Archives' collections, as well as talk to genealogical society members and ethnic societies. Diana discussed the preparations for such an event, highlighting staffing, community and financial support, vendors, publicity and advertising.

Rich Wandel, Associate Archivist of the New York Philharmonic and Archivist and Historian of the National Archive of Lesbian and Gay History, discussed the decision to implement public programs in light of other administrative issues and demands that may have higher priority. Interpreting public programs broadly, Rich drew his work in both of his positions. That experience includes traditional exhibits for the public, internal presentations to board and staff members, active participation in community forums, leading tours of the archives, and speaking "on the road" to various groups and gatherings.

"Gateways to the Past, Present and Future: Practical Guidelines for Secondary Uses of Electronic Records"
Reported by Richard Sloma

Meghan Cook, Project Management Specialist at the University oat Albany's Center for Technology in Government (CTG) chaired this session and gave the first presentation. Meghan started with an overview of the Gateways project, which has been funded by the National Historic Records and Publications Commission.

The primary mission of Gateways, a partnership between CTG and the New York State Archives and Records Administration (SARA), is to develop practical guidelines to support and promote both internal and external secondary uses of electronic records. In traditional records management and electronic systems design, the focus rests on an agency's creation and primary use of electronic records. As immediate use and value declines, so too do the incentives to maintain access to and viability of the data.

CTG's challenge is to identify ways to increase agencies' ability and willingness to preserve and maintain access to information-rich electronic records. The project is examining factors that encourage or impede secondary use, identifying costs and risks of long-term access, and assessing technology, management strategies, and resource-sharing models that affect access and preservation. The Gateways project will produce:

- a best practices report, describing public agencies' efforts to support and promote secondary use and preservation of electronic records;
- a research report enumerating incentives and barriers to secondary use and preservation;
- a cost-benefit analysis assessing the value of alternative models of maintenance and access; and
- practical guidelines and strategies for maintenance, preservation and access components for secondary uses into the design of new systems and the functionality of operational ones.

CTG Research Assistant Fiona Thompson discussed the research components of the Gateways project. The overall plan -- known as the Gateways Integrated Research Plan (GIRP) -- has been shaped to investigate questions and issues about improving practice, understanding programs, and identifying secondary uses of information. GIRP includes an extensive literature review, research and analysis of resource sharing and current practices, and two archival appraisals.

In addition, CTG staff is conducting telephone interviews with public, private and non-profit organizations that provide data for secondary use. From these interviews, a range of organizational models, innovations, preservation issues, motivate factors, quality checks, and issues around web accessibility are emerging. CTG's research is creating a pool of information about the cre-

ation and uses of electronic data, against which hypotheses can be tested, and from which additional questions and issues may be drawn.

Richard Sloma, the Project's Archives and Records Specialist, discussed his recent appraisal of the Bureau of Housing Services' Homeless Information Management System (HIMS) prototype. After outlining the agency's history and functions, Richard compared existing records to those suggested by HIMS, highlighting the differences in content between records created for current administration alone and those developed in a system more attuned to long term data use. Unresolved issues of accessibility, preservation and ultimate disposition remain, and are complicated by legal restrictions, political sensitivities and financial requirements.

Additional information on the CTG/SARA partnership and the Gateways project is available online at **http://www.ctg.albany.edu.**

"Creating and Funding Cooperative Projects"
Reported by Holly MacCammon

Geri Soloman, University Archivist at Hofstra University, discussed three cooperative projects funded by three different New York state grant sources: the Local Government Records Management Improvement Fund, the Documentary Heritage Program, and the New York State Library's Discretionary Grant Program. Geri discussed the work planning and end results of successful collaboration, as well as the desire and commitment necessary to complete such projects.

Eric Pumroy, Head of Special Collections at the Bryn Mawr College Library reported on the Philadelphia Area Consortium of Special Collections Libraries, and the projects and activities the group has undertaken.

Julie Moffat, Archivist and Historian at the Prospect Park Alliance in Brooklyn, NY, spoke about two prospective collaborative projects: one with the Brooklyn Public Library, and another with the Brooklyn Historical Society. Julie related the history of the Alliance archive, and discussed the development of the relationships between the Alliance, and its two potential partners.

Additional Session Abstracts will appear in the next issue of *MAA.*

LEONARD RAPPORT MODERN ARCHIVES INSTITUTE SCHOLARSHIP

MARAC offers an annual scholarship (two when funding permits) of $585 to cover tuition for one individual to attend the Winter Modern Archives Institute (if two scholarships are available, one will be for the winter institute and one for the summer institute). This scholarship is established in honor of MARAC member Leonard Rapport and is known as the Leonard Rapport Modern Archives Institute Scholarship.

To qualify each applicant must:

1. Be a new member in good standing of MARAC with a membership of at least three months but less than three years duration at the time of application, and a member of a state caucus,

2. Be a new employee of at least one and no more than five years in an archival or archives-related field at the time of application, and

3. Not have received any MARAC scholarships prior to this award.

To Apply: Applicants should submit

- a current resume;
- a letter outlining compliance with the qualifications AND including a statement indicating the perceived benefit of attending the Institute; and
- two letters of recommendation from persons having definite knowledge of the applicant's qualifications.

Deadlines: Applications for the Winter Institute Scholarship should be received no later than October 1; recipients will be notified by December 1.

Applications for the Summer Institute Scholarship (if available) should be received no later than February 1; recipients will be notified by April 1. If there are no funds available for the summer scholarship applications will be carried over into the fall scholarship application process.

Send applications to:

Tom Rosko
Chair, Education Committee
Senior Archivist for Manuscripts,
NYU/N-YHS Mellon Project
The New-York Historical Society
170 Central Park West
New York, NY 10024-5194
(212) 712-9082
FAX (212) 875-1591
tjr6@is7.nyu.edu

Individuals accepting the scholarship agree to write an essay not to exceed 1,000 words for publication in the *Mid-Atlantic Archivist* describing their experiences at the Institute

Please Note: Application is for scholarship ONLY! Applicants must also contact the Modern Archives Institute to reserve space. For further information about the Modern Archives Institute, contact:

Mary Rephlo
Staff Development Officer
National Archives and Records Administration
(301) 713-7390 ext. 260
mary.rephlo@arch2.nara.gov

Modern Archives Institute webpage:
http://www.nara.gov/professional/mai.html

Congratulations!

Melody Haymire has been awarded the Leonard Rapport Modern Archives Institute Scholarship to attend the upcoming Winter 2000 Institute. Melody is currently employed as a Reference Archivist at the Maryland State Archives. *MAA* looks forward to her account of her experience at MAI.

MARAC MEETING SCHOLARSHIPS FINDING AIDS AWARDS

MARAC Meeting Scholarships

MARAC offers two scholarships of $300 each for individuals to attend its semi-annual meetings.
Scholarship funds may be used for conference registration, workshops, conference meals, and travel expenses. Persons meeting the following criteria are encouraged to apply.

To qualify each applicant must:

1. Be a new member of MARAC with a membership of at least one month and less than two years duration at the time of application;
2. Be a new employee of less than two years in an archival or archives related field,

OR

Be currently enrolled as a graduate student in history or a related field, library science or archival administration, having taken at least three credit hours in archival studies, by the application deadline (full time and part time students will be considered);

3. Not have received any MARAC scholarship previous to this application; and
4. Be from an institution (if employed) that is unable or unwilling to provide conference expenses.

To apply: Applicants should submit

- a current resume;
- a letter outlining compliance with the qualifications AND the benefits the applicants expect from the scholarship;
- a letter of reference from a person who can indicate how the applicant can benefit from a MARAC scholarship; and
- the name, address, and phone number of an immediate supervisor or graduate advisor

If employed, applicants should include a statement explaining the institution's inability to provide conference expenses.

Deadline: Applications must be received by March 1 for the Spring conference scholarship, and September 1 for the Fall award.

Send applications to:

Tom Rosko
Chair, Education Committee
Senior Archivist for Manuscripts,
NYU/N-YHS Mellon Project
The New-York Historical Society
170 Central Park West
New York, NY 10024-5194
Phone: (212) 712-9082
Fax: (212) 875-1591
tjr6@is7.nyu.edu

MARAC Finding Aids Awards

Submissions are now being accepted for the 2000 MARAC Finding Aids Awards which recognize outstanding achievement in the preparation of finding aids, both paper and electronic, by institutions within the MARAC region.

Nominations must be made by a MARAC member. The finding aids nominated must have be issued by an institution within the MARAC region and made available to the public in the calendar year 1999.

The top award will receive the designation of the Frederic M. Miller Finding Aids Award, in honor of the life and work of Dr. Miller.

Monetary awards will be presented at the Spring Meeting in May 2000. More information on the Finding Aids selection process can be found on the MARAC website.

Please send the url for an online finding, or two copies of a printed finding aid by March 1, 2000.

Send nominations to:

Michael Knies
Chair, Finding Aid Award Committee
Special Collections Librarian
Weinberg Memorial Library
University of Scranton
Scranton PA 18510-4700

EMPLOYMENT OPPORTUNITIES

As a service to the MARAC membership, the *Mid-Atlantic Archivist* publishes announcements about professional opportunities for archivists. The *MAA* reserves the right to decline or edit announcements to eliminate statements inconsistent with the principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments. Further, it is assumed that all employers comply with Equal Opportunity/Affirmative Action regulations.

There is no fee for publishing job opportunities; however announcements from the MARAC region will be given priority. Deadlines for submission are the first of March, June, September and December. Because certain issues are delivered via bulk mail, exact delivery dates cannot be guaranteed.

Project Archivist (temporary)
The Brooklyn Museum of Art is seeking a temporary (3 month) project archivist to assist with planning for a major project.

Under the supervision of the Principal Librarian and Museum Archivist, carry out responsibilities as defined under a grant-funded project to highlight and make more widely available select archival materials. This staff member, working with the Museum staff and other project consultants, will identify materials of high research value that are appropriate for digitization and EAD in preparation for formatting research collections for the Web. This staff member will also: survey collections, compile exact extents, estimate processing time, identify preservation issues and estimate stabilization costs with Library Preservation Staff; compile statistics needed for budgeting, particularly counts of materials to be digitized; review Libraries/Archives documentary photograph collections survey and compile comprehensive list of collections in preparation for some level of digital imaging; review New York State Historical Documents Inventory records to identify any additional materials for project.

Requirements: Master's degree with a specialization in archival administration; practical experience in archival work (internship or paid position) is essential. Experience surveying collections and planning projects important.

Starts immediately.
Grant funded position of 3 months duration; 35 hours/week.
Salary:$19.50/hour

The Brooklyn Museum of Art is an Equal Opportunity Employer (M/F H/V). The Immigration and Control Act (1986) requires that all hires conform with the law.

Please send letter of application to:
Deborah Wythe
Brooklyn Museum of Art
Museum Archives
200 Eastern Parkway
Brooklyn, NY 11238-6052

Phone: (718) 638-5000 x311
Fax: (718) 638-3731
bklnmus1@metgate.metro.org

SOROPTIMIST VISITING RESEARCHER PROGRAM

The Soroptimist Archives offers travel and lodging grants for May 2000-April 2001 to graduate, post-graduate and independent researchers for use of the collections of Soroptimist International of the Americas and its two affiliated organizations, The Soroptimist Foundation and Venture Clubs of the Americas. The program makes grants up to $1,000 for researchers from Canada and the United States and up to $1,500 for researchers from other countries. The collections include the archives of each organization as well as manuscript collections, oral history interviews and artifacts. The Soroptimist Archives will support research in women and volunteerism, advocacy for women, women as fundraisers and organization leaders, and women in business and professions.

Deadline: March 15, 2000.

For further information and application requirements, please contact:
Lisa Mangiafico
Archivist
Soroptimist International
of the Americas
Two Penn Center Plaza, Suite 1000
Philadelphia, PA 19102
Phone (215) 557-9300
lisa@soroptimist.org
www.soroptimist.org.

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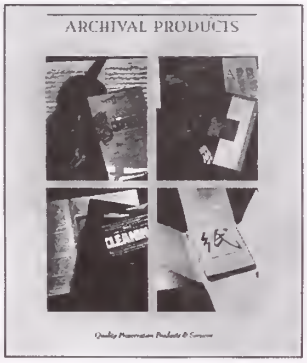

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MARAC FALL BUSINESS MEETING

Saturday, November 13, 1999
Wyndham Wind Watch Hotel
Hauppauge, NY

1. CALL TO ORDER.
Jim Byers, MARAC Chair, called the meeting to order at 8:50 a.m.

2. APPROVAL OF MINUTES
The minutes of the Business Meeting of May 6, 1999, as published in the Summer 1999 *Mid-Atlantic Archivist*, were approved.

3. CHAIR'S REPORT - Jim Byers
Jim discussed the transition activities that Kimball & Associates (K&A) have completed for MARAC to date. These included newsletter mailings, the design and mailing of the new MARAC directory and work with the conference in Hauppauge. He also mentioned K&A's work with the transfer and update of the MARAC membership database. A few problems have come up regarding timely communication between K&A and MARAC concerning finances. A meeting has been scheduled to address this issue.

4. VICE CHAIR'S REPORT-
Marsha Trimble
A. Hauppauge Meeting
Acknowledgements were made for the hard work done by the LAC and Program Committee. Mention was made of a corporate sponsor for the breakfast meeting. Raffle winners were announced.
B. Conference Policy Manual
The policy manual was revised in light of the hiring of the management firm. The manual will not be placed on the website but copies will be available in electronic and paper form.
C. Future Meetings
- Cleveland Oct. 17-21, 2000 - This will be longer and fuller than most of our meetings because it will be a joint meeting with the Midwest Archives Conferrence (MAC). A number of workshops and breakout sessions will be scheduled for this conference.
- Philadelphia May 2001 - This meeting will be held at the Crowne Plaza Hotel. The LAC and Program Committee are in place to start their work.
- Roanoke Fall 2001 - We are presently working on a contract with the Hotel Roanoke.
- Baltimore Spring 2002 - This is scheduled as joint meeting with Oral History in the Mid-Atlantic Region (OHMAR).
- Poughkeepsie Fall 2002 - This is scheduled as a joint meeting with the New England Archivists (NEA).
- Spring 2003 - No plans have been developed for this meeting as yet. Members were encouraged to join in and help plan for current and future conferences.

5. TREASURER'S REPORT
Rebecca Collier
Fourth Quarter Highlights
- Most income came from dues and bank interest on the CD. It was noted that conference income from the Fall 1999 meeting has been included.
- Expenses included annual dues to NCCPH, K&A management fee and postage, Steering Committee reimbursements, *MAA* publishing and postage costs, and printing and mailing preliminary and registration packets for the Fall 1999 Meeting.
- The reserve for FY2000 will increase from $40,000 to $ 75,000 to cover operating expenses as mandated by the bylaws. It was mentioned that conference costs were not considered to be an operating expense, and were therefore not covered by the reserve.
- We are currently working to change our IRS status from 501(c)(6) to 501(c)(3) to ensure tax-exempt status throughout the MARAC region. Jim Byers is organizing the necessary paperwork and plans to contact IRS with specific questions.

6. NOMINATIONS AND ELECTIONS COMMITTEE REPORT
It was mentioned that elections are coming up in the next few months. The Committee is just beginning their canvass of MARAC for candidates. The Chair encouraged members to consider running for MARAC office. He pointed out the importance of membership participation in the leadership of the organization and urged those interested to contact Yvonne Carignan to volunteer their services.

7. AWARDS
A. Arline Custer Award
Catherine Keim
The 1999 Custer Award was given to co-authors Molly McGarry and Fred Wasserman for *Becoming Visible: An Illustrated History of Lesbian and Gay Life in Twentieth Century America.*

B. Service Awards - Sharon Pullen
Service awards were presented to
- Jackie Esposito for her work as an At-Large member of the Steering Committee, as a Chair of the Outreach Committee, and as Vice Chair of MARAC;

MARAC FALL BUSINESS MEETING

- Susan Hamburger for her work as Chair of the Publications Committee, and as founder and webmaster of MARAC's website;
- Elizabeth Joffrion for her work as co-Chair of the LAC for the Fall 1998 D.C. meeting;
- Marisa Keller for her work as co-Chair of the LAC for the Fall 1998 D.C. meeting; and
- Susan McElrath for her work as the Chair of the Program Committee for the Fall 1998 D.C. meeting.

C. Finding Aids Award Applications
Michael Knies

It was announced that applications are now being accepted for the finding aids award that will be presented at the Spring 2000 meeting. Both electronic and paper finding aids are eligible. The Committee would like to receive a good number of diverse submissions that awards may be presented in several categories, such as format or size of institutions.

D. Scholarship Applications
Tom Rosko

MARAC's two scholarships were announced. The first allows new members to attend MARAC meetings. The second, the Leonard Rapport Modern Archives Institute Scholarship, provides funds for those new to the profession to attend the Modern Archives Institute (MAI). This scholarship is awarded twice annually. Information on both awards can be found on the MARAC website, in the *MAA* and in new member packets. In addition, members were encouraged to fill out and turn in a survey on archival education that was included in their registration packets.

8. NEW BRUNSWICK, N.J., SPRING 2000 CONFERENCE
Steve Dalina and Erika Gorder

A slide presentation detailed things to see and do in New Brunswick, site of the Spring meeting. The luncheon speaker will be Bill Anderson, Deputy Attorney General for New Jersey. Tours of Rutgers University, Princeton University and the state archives in Trenton are scheduled.

9. OLD BUSINESS

- Implementation of Strategic Plan
  It was reported that the Education Committee has started its involvement with workshops at conferences as established by the strategic plan.

10. NEW BUSINESS

John LeGloahec read the following resolution:

Over the bog and into Hauppage
Dazed and confused, minds in fog.

Those who arrived early
formed teams of fours
To play in the sunshine
on Prince Hamlet's course.

We started with workshops
led by Ruller and Primer
After that, well...
things only got "dimer."

Greg, was providing
more booze such a feat?
It would have made Thursday's
hospitality "sweet."

Bernadette,
Gosh she sure did preach
Ride the Castro convertible
all the way to Jones Beach

On viewing Long Island's
world famous Duck,
We are forced to query,
"What the f....

Friday's sessions,
another MARAC miracle,
Archives artful and virtual
and finally spiritual

Publications Committee,
they sure were terrific,
For educating us
on matters scientific

Long Island archives with
MARAC were teamed
To revive our profession,
Archivist redeemed

For all of these treats
we feel that much richer
And Morals intact,
we leave Buttafuco and Fisher

We heard of disasters and Y2K
Be sure to enjoy your New Years Day!

Sincerely,
Mariah

11. OTHER

None.

12. ADJOURNMENT

The meeting was adjourned at 9:40 a.m.

Respectfully submitted,

Patrice C. Brown
MARAC Secretary

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The *Mid-Atlantic Archivist* (*MAA*) is the quarterly newsletter of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes interested individuals who live and work in Delaware, the District of Columbia, New Jersey, New York, Maryland, Pennsylvania, Virginia, and West Virginia. MARAC seeks to promote the professional welfare of its members; to effect cooperation among individuals concerned with the documentation of the human experience; to enhance the exchange of information among colleagues working in the immediate regional area; to improve the professional competence of archivists, curators of textual, audiovisual and related special research collections, and records managers; and to encourage professional involvement of those actively engaged in the acquisition, preservation, bibliographic control and use of all types of historical research materials.

Individual annual membership dues are $35. The dues year runs from October 1 through September 30. Membership is not open to institutions, but institutions may purchase subscriptions to *MAA* at $15 per year.

Membership applications should be addressed to: MARAC, 6707 Old Dominion Drive, Suite 315, McLean, VA 22101-4503; phone: (703) 556-9300; fax: (703) 556-9301; **office@kimbal.com.**

Material for publication should be sent to Susan Aprill, Archivist & Information Manager, Edwin Schlossberg Incorporated, 641 6th Avenue, 5th Floor, New York, NY 10011, phone: (212) 989-3993 x237; fax: (212) 691-0290; **saprill@esinter.com.** Deadlines are the first of March, June, September and December.

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